

State of Connecticut
Department of Social Services
925 Housatonic Avenue λ Bridgeport, Connecticut 06606-5700

POSTING DATE: August 11, 2006

CLOSING DATE: August 25, 2006

INTERPRETER CLERK – WATERBURY OFFICE

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE

THE DEPARTMENT OF SOCIAL SERVICES IS PRESENTLY RECRUITING FOR AN INTERPRETER CLERK FOR OUR WATERBURY OFFICE.

OPEN TO: The Public

BARGAINING UNIT: Administrative Clerical (NP-3)

LOCATION: 249 Thomaston Avenue, Waterbury, CT. 06702

SALARY RANGE: \$ 33,416.00 - \$ 43,843.00 Annually (CL 13)

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Acts as an interpreter for staff in cases and work situations involving non-English speaking clients or individuals; translates letters and other documents; prepares correspondence; may perform general clerical functions such as processing and maintaining records and files; may operate office equipment including computer terminals or other automated equipment; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

Interpersonal skills; ability to speak, read and write both English and another appropriate language and to communicate information in either language to clients, staff and others; ability to follow oral and written instructions.

EXPERIENCE AND TRAINING

Any experience or training, which would be expected to provide the knowledge, skill and abilities, outlined above.

SPECIAL REQUIREMENT

Incumbents in this class may be required to travel within the State in the course of their daily work.

Candidates should forward a completed State of Connecticut Employment Application (Form PLD-1), which can be obtained from the State of Connecticut's Department of Administrative Services Human Resources Services website at [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS), to:

LYNN GELZHEISER, PRINCIPAL PERSONNEL OFFICER
Department of Social Services
925 Housatonic Avenue
Bridgeport, Connecticut 06606

NOTE: The Department of Social Services thanks all applicants, but advises that only those selected for interviews will be contacted. Thank you for your interest.

An Equal Opportunity / Affirmative Action Employer